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13 - 19 July 1986

OC-AMD

25X1 1. Release dates for two additional Professional Opportunities in Telecommunications (POINT) candidates have been received from their respective components. This brings to four the number of POINT candidates that will commence training at [redacted] during the July/August timeframe. Twelve additional candidates are in various stages of POINT processing.

25X1 2. [redacted] continue their recruitment trek through Montana and North Dakota. They reported that the local press showed up at the presentation in Great Falls, MT, requesting an interview. After being politely refused, the reporter returned to his office and proceeded to write a very negative article about the Agency and the hotel where the conference was being conducted. The hotel has indicated that they will send a copy of the article to the recruiters. Reporters also showed up at the Minot, ND presentation without specific incident.

3. The Office of Personnel recently published important information concerning the Secretarial Career System about which OC secretaries and supervisors should be aware. AMD will be contacting Office Managers and Supervisors in the very near future to begin implementing many of the proposed actions. Following are excerpts from that publication for your information:

## SECRETARIAL CAREER SYSTEM

Position Conversion: All Secretarial positions will be converted to IS-02 on 6 July and between 1 July and 1 October, component management will need to determine which positions will

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be IS-03 and IS-04 level. Recommendations must comply with the position ceiling constraints for IS-03 (20 percent) and IS-04 (10 percent).

The Office of Personnel (OP) will review the requests and convert all approved IS-03 and IS-04 position recommendations to IS-03 Senior Secretary positions. During the first year, OP will conduct an audit and job evaluation on a sample of the IS-03 positions. OP will review all the recommended IS-04 positions and convert from IS-03 to IS-04 where it can be determined that the work is at or can be developed to be that of an Executive Secretary.

The component personnel staff will work with the appropriate component managers in this process. Following are suggested ways to handle the process:

First, become familiar with the Secretarial Profile and Position Description Guidelines offered in The Secretarial Handbook. Look for the WWSB on Secretarial Job Enrichment which further differentiates (based on job classification principles) among the four levels of secretarial duties and responsibilities. The managers should have these guidelines.

Second, form a component group consisting of the personnel officer as a referent, several supervisors, and several senior and executive secretaries. This group can guide the component supervisors in their review of their secretarial positions and can review all component submissions. These submissions must be accompanied by a secretarial position description (PD). The PD does not have to be written according to the Factor Evaluation System (FES). It can be a one- or two-page narrative out-lining the location of the job, who the secretary supports, and a list of primary and secondary duties.

Once the group has reviewed the requests they can be submitted to the Office Head for approval and sent to the Directorate Senior Personnel Officer.

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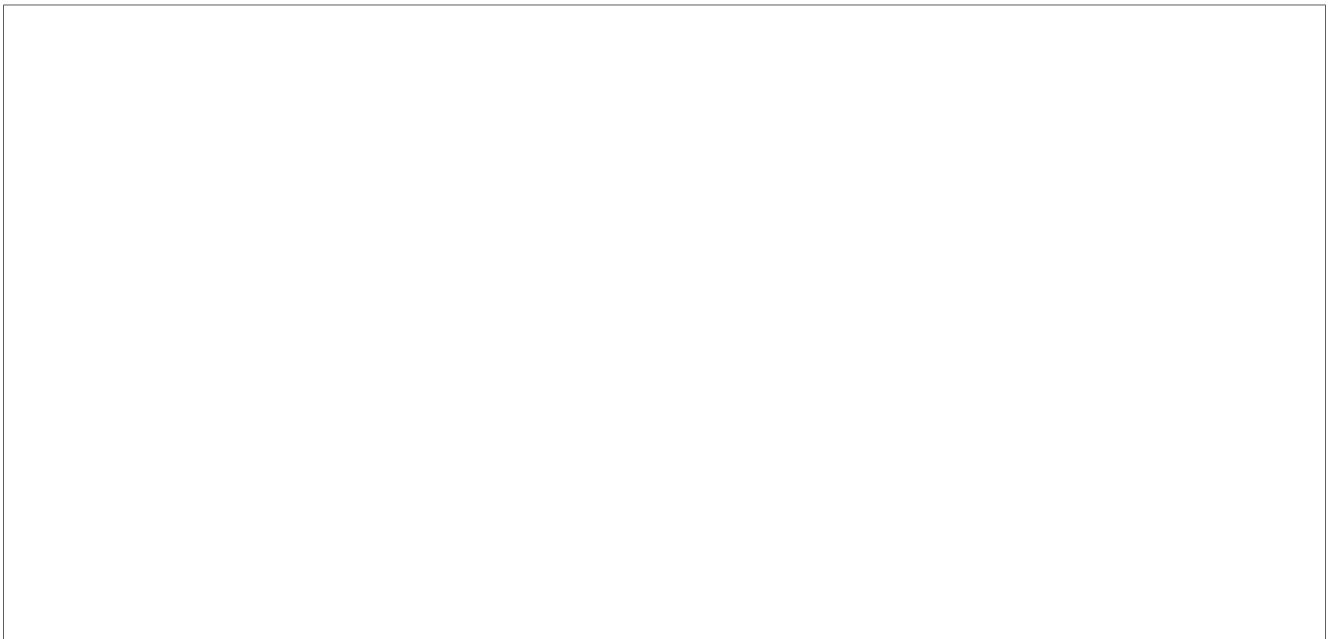
S E C R E T

OC-AMD (Continued)

The Senior Personnel Officer reviews the position level requests to ensure they meet position ceiling constraints and to monitor consistency among components. Once the Deputy Directors have approved the position conversion requests, they will be sent to PMCD.

A note on flexibility: Do not be overly concerned that the position requests for IS-03 and IS-04 do not currently include all of the duties and responsibilities found in the publications. Rather, determine the probability that these positions can be developed over the next four years to the levels requested. Once job enrichment begins, the personnel officer, OP, the manager, and the secretary will have to work closely for the program to succeed in establishing positions at the desired level.

25X1



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6. On 16 July members of the Communications School Group met with [redacted] of the Office of Medical Services and [redacted] of the Development Training Branch to continue discussions of plans for Stress Management training for OC employees overseas.

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## S E C R E T

OC-CSD

25X1 1. CSD welcomed [ ] aboard on 17 July. Ray  
25X1 will function primarily as the CSD Crypto Equipment Manager,  
relieving [ ]

2. During the reporting period the missions and functions  
for the CSD Threat and Vulnerability Branch were approved by  
C/CSD. The new responsibilities emphasize increased awareness,  
dissemination of coordinated information within the Office, and  
contributing to the threat and vulnerabilities efforts of  
pertinent elements within the Agency.

25X1

OC-ED

25X1 1. The SPARS Test Bed System passed the factory acceptance  
test [ ]

25X1 2. The Division welcomed [ ] who entered on duty  
as the ED Lab manager on 14 July.

25X1 3. A proposal for the Time Division Multiple Access (TDMA)  
modem asymmetric circuit software enhancement was received from  
[ ] the week of 18 July. This  
enhancement is required to support the SC-5 terminal high data  
rate requirements. Although procurement action has been  
initiated, Agency Contract Review Board approval will be  
required before work can commence.

25X1

25X1 5. A prototype TDMA modem printer interface, which was  
25X1 designed and fabricated by [ ] was successfully  
demonstrated [ ] on 17 July. This interface provides the  
capability to print a hard copy of the TDMA video display

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OC-ED (Continued)

terminal operational/maintenance screens. Contract documentation is currently being developed to support fabrication of production units.

25X1 6. [ ] reported to duty in the Field Engineering  
25X1 Section on 14 July to fill a team leader position. [ ] is  
a recent returnee from the ASCA Area.

OC-FND

25X1 1. Agency communications support was provided to the  
following dignitaries during the reporting period:

[Empty box for reporting period details]

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S E C R E T

OC-FND (Continued)

6. Wang representatives visited FND on 15-16 July in an effort to rectify problems being experienced on numerous Wang ICT units. It was determined that the ICTs have a clocking problem that requires a field modification. The modification is installed by Wang only when a clocking problem is exhibited. As the parts taken from a modified ICT will work in an ICT which has not been modified, but not vice versa, the mixing of modified and unmodified boards is unacceptable to OC. We are proposing that Wang modify all ICTs to maintain the uniformity of all OC required equipment.

Executive Assistant, OC

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